

### **Completing an Application**

1. "Login" to the [Egrants](#) Site.
2. Select the "Project Management" tab or follow the User Prompts.
3. Enter your previously recorded "Grant ID" number.
4. Click on the "Application" hyperlink on the "Project Summary" screen.
5. If not already marked "Complete," click on the "Main Summary" hyperlink, complete the information, change the status to "Complete" and click on "Save."
6. Complete all the sections of the Application, changing the status to "Complete" and saving your work as you go.